

## **For Parents -**

### **How do I find child care for my child?**

Licensed Child Care Resource and Referral Agencies provide referrals to parents looking for child care. The statewide referral number for agencies associated with the Kansas Association of Child Care Resource and Referral Agencies (KACCRRA) is 1-877-678-2548. Some areas may have a local Licensed Child Care Resource and Referral Agency that is not a member of KACCRRA. The local child care surveyor can provide contact information if there is a local Licensed Child Care Resource and Referral Agency available.

### **How do I know if a child care home, center preschool or school age program is regulated?**

A quick check to determine if a program is regulated can be conducted by phone, e-mail or mail. Contact the Kansas Department of Health and Environment at (785) 296-1270 or by e-mail at [cclr@kdhe.state.ks.us](mailto:cclr@kdhe.state.ks.us). If more extensive information is needed such as the compliance history of the program, a written request for records may be required.

### **Can I get copies of child care home, center, preschool or school age program survey results (compliance history)?**

The Kansas Department of Health and Environment has the official files for all regulated child care homes, centers, preschools and school age programs. To obtain a copy of the results (findings) of surveys or complaints, send a written request (fax, email or mail) titled "Open Records Request" to the department at:

Kansas Department of Health and Environment  
Bureau of Child Care and Health Facilities  
1000 SW Jackson, Suite 200  
Topeka, KS 66612-1220  
Fax: (785) 296-0803  
Email: [cclr@kdhe.state.ks.us](mailto:cclr@kdhe.state.ks.us)

You will receive a written response from the department within three working days from the receipt of the request. If there is information to release, the cost is \$7 an administrative hour and \$.25 a page. If the total cost for the records is less than \$10, the fee is waived by the department. Please provide a daytime phone number in case there are questions about the request.

**How do I file a complaint about a child care home, center, preschool or school age program?**

The Kansas Department of Health and Environment contracts with local county health departments to provide local regulatory services including complaint investigations of regulated or illegal child care. Contact the local surveyor regarding your concern. The contact information for local surveyors is available on this Web site. Click on "Local County Contacts."

If your concern involves possible child abuse or neglect, call the Kansas Protection Report Center at 1-800-922-5330 or contact local law enforcement in case of emergency.

**Does the Kansas Department of Health and Environment have funding or grants to help parents pay for child care?**

No. The Kansas Department of Social and Rehabilitation Services (SRS) administers the child care subsidy program to help eligible parents pay for child care. Contact the local SRS office or call 1-888-369-4777 for more information.

**How much does child care cost and why do I have to pay for vacation or sick days when my child is not in care?**

The Kansas Department of Health and Environment does not regulate business practices involving fees. Child care providers/administrators in homes, centers, preschools and school age programs determine their own payment policies. Parents should review the policies when enrolling children for care and work with the provider/administrator to resolve issues regarding payment.

**For Prospective Child Care or School Age Program Applicants -**

**How do I get a license or certificate?**

The Kansas Department of Health and Environment contracts with local health departments to provide regulatory services including an orientation for people wanting to open a child care home, center, preschool or school age program. The local surveyor also has information regarding any local code requirements and is available to answer questions about regulations. They can provide help in completing forms required for a license or certificate and can provide information about other community services such as training opportunities and professional organizations available to child care providers. The contact information for local surveyors is available on this website. Click on "Local County Contacts."

**Does the Kansas Department of Health and Environment have funding or grants for child care homes, centers, preschools or school age programs?**

The department regulates child care facilities and registered family day care homes and does not administer funds or grants for child care facilities. Local communities may have funds available through Smart Start or other initiatives administered by the Kansas Children's Cabinet and Trust Fund. For more information call 1-877-204-5171 or check their Web site at [www.kschildrenscabinet.org](http://www.kschildrenscabinet.org).

**Where can I get an application for child care and a regulation book?**

The laws and regulations for the different types of child care and school age programs are on this Web site. Click on "CCLR Regulations" in the listing on the left side of the page. Forms are also available on this Web site. Click on "Forms" in the listing on the left side of the page. Local child care surveyors also have a small supply of forms and regulation books available. Contact information for child care surveyors is available on this Web site. Click on "Local County Contacts."

**When will I get my license or certificate? How long does it take?**

The Kansas Department of Health and Environment will send a letter within 30 days when a complete application is received to acknowledge receipt. The entire process for obtaining a license or certificate can take 60 to 90 days. During this time, background checks are being conducted and compliance is being determined by on-site inspection if the application is for a licensed child care facility (home, center or school age program). If the application is not complete, the time period does not begin until the application is complete. The letter sent by KDHE will identify any missing information required to complete the application, if applicable. The local surveyor can help applicants complete forms and review the application materials for completeness before sending to KDHE.

**How many hours can I care for children in my home before I need to be licensed?**

Providing out of home care to more than two children requires a certificate or license. If providing care for one or two children, licensure or certification is required if the combined hours for all children in care is more than 20 hours per week. For example, if a provider cares for two children, Child A and Child B, and she takes care of Child A for 10 hours per week and Child B for 11 hours per week for a total of 21 hours per week, a license or certificate is required.

## **What is the difference between a Licensed Day Care Home and a Group Day Care Home?**

The primary difference between a licensed day care home and a group daycare is the maximum number of children in care at any one time and the number of adults that must be providing care. A Licensed Day Care Home can have up to 10 children with one adult providing care. A Group Day Care Home can have up to 12 children with two adults providing care. The total number of children varies depending on the ages of the children.

Group Day Care Home providers are required to have more initial training to be qualified than a Licensed Day Care Home provider.

Local codes and fire codes may be different. The local child care facility surveyor would have information about local code requirements, if there are any.

## **How much is my county fee? Where do I send my county fee?**

Refer to the local surveyor. Local contact information is also on the Web site at: <http://www.kdheks.gov/kidsnet>

## **I'm interested in opening a child care center, preschool or school age program. What do I need to do?**

First, contact your local child care surveyor. The contact information for local surveyors is available on this Web site. Click on "Local County Contacts. The surveyor can provide consultation regarding the building you are considering, the regulations and any community resources that may be available. The surveyor along with the KDHE Child Care Specialist may be available for on-site consultation once you have located a building or are working on plans for a new building.

Second, contact the Kansas Department of Health and Environment at (785) 296-1270 for a floor plan review.

Third, contact the Kansas State Fire Marshal at (785) 296-3401 regarding fire safety acceptance.

Working with the local surveyor, KDHE and State Fire Marshal as soon as possible will provide you with a good team for consultation to ensure cost effectiveness and timely assistance with the application process.

**I'm applying for a certificate or license. Where do I need to send the application?**

The pink application form, the blue Safety Evaluation Form, the white KBI/SRS background check request form, and the \$5.00 fee required for a Registered Day Care Home are to be mailed to the Kansas Department of Health and Environment at the address noted on the forms. All other application types are to be sent to the local surveyor.

**I sent in a new application. Will I get a temporary permit? I've never been regulated before OR I had a home before but closed a long time ago.**

If the application is for a Registered Day Care Home, a temporary permit is not issued. Once the background checks for criminal history and child abuse and neglect clear, a Certificate will be issued.

If the application is for a Licensed Day Care Home or Group Day Care Home, a temporary permit may be issued once the background checks for criminal history and child abuse and neglect have cleared if there is no history of noncompliance. A full license will not be issued until the initial survey is complete and compliance with regulations and statutes is achieved. Once compliance is documented, a license may be issued. Compliance must be obtained before the Temporary Permit expires to avoid the possible denial of the application. The local surveyor can answer questions about regulations and compliance.

**How much do criminal history and child abuse and neglect background checks cost?**

The state of Kansas provides this service for child care. There is no fee charged to the child care home, center, preschool or school age program.

**For Currently Regulated Providers/Staff -**

**I'm changing from a Licensed Day Care Home to a Group Day Care Home (or vice versa). Can I get a temporary permit?**

No. A temporary permit is not issued for a program change because the current license remains effective until the new application is completed and a new license is issued.

**I'm changing from a Registered Day Care Home to a Licensed Day Care Home (or Group Day Care Home), when will I get a temporary permit?**

No temporary permit will be issued on a change of program type while the Registered Day Care Home Certificate is effective. If the Certificate expires while background checks are being conducted, after background checks clear, a Temporary Permit may be issued. If there is current unresolved noncompliance or a history of noncompliance, a Temporary Permit may not be issued.

**I lost my license or certificate. Can I get a new one?**

Send a written request to KDHE (may be by email to [cclr@kdhe.state.ks.us](mailto:cclr@kdhe.state.ks.us)) stating what happened to the license or certificate, include complete name, mailing address, city, state and zip code and the License Number. Include a telephone number. A duplicate license will be printed and sent to the licensee or registrant.

**Child Care Centers, Preschools and School Age Programs must obtain fire safety acceptance from the Kansas State Fire Marshal (not the local fire department). How can I contact the State Fire Marshall?**

Phone: (785) 296-3401

Web site: [www.accesskansas.org/firemarshall](http://www.accesskansas.org/firemarshall)

**Do I need a Fire Life Safety Agreement for a Registered Day Care Home?**

No. Signing and Posting a Fire Life Safety Agreement is recommended but not required. Local Codes may require that your home is inspected but this is not a state law or regulation.

**Do I need a Fire Life Safety Agreement for a Licensed Day Care Home or Group Day Care Home?**

Yes. The Fire Life Safety Agreement is available on the website of the Kansas State Fire Marshal at [www.accesskansas.org/firemarshall](http://www.accesskansas.org/firemarshall) or call (785) 296-3401. Complete the Agreement and send it to the local surveyor along with your application. KDHE notifies the Kansas State Fire Marshal when an inspection is needed upon receipt of the application. Local Codes may include additional requirements.

**How can I contact the food program?**

Child and Adult Care Food Program, Department of Education: (785) 296-2276